

# APPLICATION SUBMITTAL REQUIREMENTS

## Appeal

The following information must be submitted with a City of Newport Land Use application:

- ☐ 1. An identification of the decision sought to be reviewed, including the date of the decision.
- ☐ 2. A statement demonstrating that the appellant has standing to appeal.
- ☐ 3. A statement of the specific grounds which the appellant relies on as the basis for the appeal. If the appellant contends that the findings of fact made by the approving authority are incorrect or incomplete, the applicant shall specify the factual matters omitted or disputed. If the appellant contends that the decision is contrary to an ordinance, statute, or other law, such errors shall be specifically identified in the application, along with specific grounds relied upon for review.
- ☐ 4. A statement of how the appellant wishes the appeal to be heard, either on record or *de novo*.
- ☐ 5. Fee of \$251.00 for first hearing.  
Fee of \$300.00 for second hearing.

For appeals of a decision of the Planning Commission that are heard by the City Council on the record, an additional fee of up to \$500.00 based on actual cost may be assessed for the preparation of a verbatim written transcript.